

III. Compensation Notice

Students and their parents/guardians will be notified of the policy and procedures regarding fees, fines and charges each school year. New students and their parents/guardians shall be introduced to the policy and procedures at the time of enrollment. A notice shall be sent to parents/guardians when students owe a fee (or fees) for lost or damaged textbooks, library media materials, and/or equipment. Students and Parents/Guardians will acknowledge receipt of ***Guidelines for Student Responsibility and Accountability for Board of Education Owned Materials and Equipment***.

If a student owes money for lost or damaged books, materials or equipment, the parents are to be notified by written notification and/or telephone communication of the nature and amount of charges, with instructions on how to make arrangements to pay the financial obligation of the student.

IV. Potential Consequences

Failure to reimburse the School System for the cost of repair or replacement may lead to any of the following potential consequences. Opportunity shall be given for students and/or parents to meet with school administrators to discuss any fines levied against them. At the discretion of the School System, a prorated installment plan may be developed to satisfy the debt when a single payment is not possible.

A. Textbook Replacement: When a textbook is lost or damaged, the school will provide another copy of the textbook to the student, if available. If the same textbook is lost again by the same student, the student must have paid for at least one copy of the book before receiving a third copy of the textbook. Textbooks in the same subject area may be made available for the student's use in the classroom, per availability. Similarly, library media materials and equipment may be used by the student within the confines of the library media center or the classroom.

B. Electronic Device and Equipment Use: Students will be offered an optional insurance plan to cover accidental damage, loss, or stolen devices. The optional insurance plan covers two devices per year, and if a third device is stolen, lost or damaged, the student will become a "day-user" and will be provided a device at school, but may not take a device off-campus, except during PowerUp Asynchronous Learning Days, System inclement weather days or similar events. A student without optional insurance will be assessed a fee to cover a damaged, lost or stolen device. If the Principal or school staff designee determines an item malfunctioned with no fault or negligence on the part of the student, the associated fee(s) may be waived, and the student may be issued a replacement device.

C. Promotions, Transfers, and Withdrawals: Students who are promoted or who transfer to another school within the System and have not compensated the System (or the school) for the lost or damaged items will have a record of their financial obligations recorded and maintained in the online asset catalog ("OPAC").

D. Graduation: Students shall not be eligible to participate in graduation exercises and/or school-related activities of the Richmond County School System if debts related to lost or damaged textbooks, library media materials, or equipment remain unpaid. Students who meet graduation requirements but are ineligible for graduation exercises and related activities due to indebtedness shall receive their official high school diploma by mail along with an official transcript; however, no request for the forwarding of transcripts to another source shall be honored: transcripts will only be issued to the student of record.

E. Student Records: Student records may not be held because of nonpayment of fees. However, schools may withhold ~~grade cards~~, diplomas or certificates until fees are paid. It is expected that all textbooks, library books, and/or materials/items issued to the student will be returned and/or all fees paid at the conclusion of the course(s) or at the time of the student's withdrawal/transfer to another course/school.

F. Exemption of Exams: Qualified students who wish to exempt any exams must clear all fines. All textbooks, library books, and/or materials assigned to the student must be turned in and/or all fees paid before permission to exempt is granted.

V. Refunds

If lost items are returned to the school in acceptable condition prior to the end of the fiscal year (i.e., June 30), the student shall be issued a refund for the full amount paid for the lost textbook(s), library books, media material(s), or equipment.